

**ROLLINGVIEW COMMUNITY BUILDING  
APPLICATION FOR RESERVATION**

**FALLS LAKE STATE RECREATION AREA**

**Reservations**

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**Rental Contract for the Rollingview Recreation Area Community Building**

**FIRST CHOICE DATE:** \_\_\_\_\_ **SECOND CHOICE DATE:** \_\_\_\_\_

Name of Group: \_\_\_\_\_

Name of Group's Agent/Contact: \_\_\_\_\_

Agent's / Contact's Address: \_\_\_\_\_  
\_\_\_\_\_

Agent's / Contact's Phone Number: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Group Size: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
(Approximately 10 tables and 75 chairs are available) (Building is not available until 9:00 am)

**Occupancy by more than 70 people with tables and chairs, or 120 people with loose chairs is prohibited by order of the Durham County Fire Marshall**

AMOUNT ENCLOSED: \_\_\_\_\_ Rental payment of **\$175.00** is required to confirm reservation. Make checks payable to "NC Division of Parks and Recreation". Reservations will not be accepted until full payment is received. Reservations made by mail will have receipt and confirmation mailed to agent's address.

No date changes or cancellations with refunds will be issued unless a two-week advance written notice by the group's agent is given to the park office. Any reservation made within two weeks of the date is not refundable. Weather/rain dates are not permitted. A returned check fee of \$25.00 will be charged on all returned checks. **VEHICLE ENTRANCE FEES are still applicable to a building rental.**

**I, the undersigned, confirm that I have read and understand the State Park Regulations and information list on the back of this form and take responsibility for this facility rental.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

OFFICE USE ONLY

RECEIVED ON: \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_

PLEASE BRING  
CONFIRMATION OR  
RECEIPT WITH YOU ON  
DAY OF RESERVATION

*FALA Revised 1/04*

## **RENTAL CONTRACT SPECIFICATION SHEET**

### **It is important that you read and understand the terms of this contract.**

1. The Rollingview Community Building is open for rental by civic, government, public service, and non-profit organizations, commercial businesses, family groups, and school systems for reunions, meetings and other events.
2. The building rental is \$175.00 per day. Make checks payable to "NC Division of Parks & Recreation."
3. The Community Building is open from 9:00 am until one half hour prior to park closing.  
**The \$5.00 entrance fee per vehicle will be charged to Community Building users on weekends and holidays during April, May and September, and daily from Memorial Day to Labor Day.**  
***In the event a sign-in sheet is requested, it is the group and its agent's responsibility to notify their group members of the sign-in sheet. Park staff is not responsible for notifying group members who do not inquire or sign-in on any applicable entrance fee sign-in sheet.***
5. The rental group shall use the building for private recreational purposes only and shall not operate, or permit to be operated, any concession or profit-making enterprise involving the charge of admission or the sale of any food, drink, merchandise, or articles of commodity to an invited guest or the public except under written permission and permit issued by the Park Superintendent. This document is not a permit.
6. **COMMUNITY BUILDING OPERATION HOURS:**

November through February	9:00 am to 5:30 pm
March & October	9:00 am to 6:30 pm
April & September	9:00 am to 7:30 pm
May through August	9:00 am to 8:30 pm
7. Please clean the building (floors, kitchen area, etc.) using the cleaning supplies provided. Collect all trash in and around the building and deposit in receptacles. When leaving the building, please turn off all lights, close doors and windows and turn off any kitchen appliances. A cleaning fee may be charged if excessive trash and litter are left in or around the building.
8. When you leave, take everything that you brought with you. Please do not leave cooking utensils, dishes, beverages, or food of any type in or around the building. Park staff is not responsible for any items left in or around the building during multi-day rentals.
9. Use only masking tape when hanging decorations; do not drive nails or staples into walls, ceiling or tables. Do NOT hang decorations from the overhead lights or ceiling fans. Please take down your decorations.
10. **ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED. Noncompliance makes the party's guest and the responsible group agent subject to legal actions.**
11. All NC State Park Rules & Regulations, Motor Vehicle, Wildlife Resources Commission and NC General Statutes are applicable and enforced at this park. Park regulations are posted throughout the park.
12. The person signing this contract will be considered the groups' agent and will insure that the group, its members and guests will comply with the terms of this contract. The renting group, by virtue of the agent's signature on the contract, shall release the State of North Carolina, Falls Lake State Recreation Area, and its employees from all claims of damage or injury, directly or indirectly arising from the group's use and misuse of the premises and surrounding areas. The rental group shall be responsible for maintaining the good condition of the building and grounds and agrees to pay all fees and damage costs arising from their occupancy and misuse.